

ADMINISTRATIVE - INTERNAL USE ONLY

POLICY AND PLANS GROUP

Trends and Highlights

January 1975

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1. A review of 154 Top Secret documents was made, the majority of which were originated in the 1950's. It was recommended that 53 be destroyed, 75 downgraded and retained, 10 referred to other components and 16 be retained in the Top Secret classification category.

2. A review of the Office of Security's Suggestion and Invention Awards Program was completed. This study indicated that while the Office of Security's contribution to this program in the past compares well with other DDA Offices, it can be improved with better employee motivation. The study then suggested nine ways to achieve heightened employee motivation.

3. Responsibility for providing a member and alternate member to the Board of Review for the Settlement of Shortages and Losses was transferred from the Policy and Plans Group to Security Support Division.

4. Proposed user requirements for a Community Wide Assisted Intelligence Compartmentation Control System was partially completed in that User requirements have been formulated and presented to the Office of Joint Computer Support, CIA and to the Computer Division, DOD for feasibility studies to determine the cost effectiveness of the concept. The security officers of the DDI, DDO and DDS&T were also requested to obtain assessments of the concept to determine whether their Directorates could participate in such an Intelligence Compartmentation Control System.

5. The new amendments to the Freedom of Information Act have caused considerable expenditure in manpower in establishing policy and procedures for processing requests for information and for the processing of actual requests. Twenty-four requests were processed during the month, some of which required extensive documentation and record support. Approximately 60 man hours were expended on FOIA activities this month.

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